

# CHAPTER 1

## ORGANIZATION

The basic organization of the Department of the Navy (DON) is very important to new members of the Navy. If you know the organizational structure, it will help you understand the reasons for certain policies and procedures in the Navy. The *Basic Military Requirements* training manual provides the organizational breakdown and applicable explanations for the Navy. It also includes the basic organizational elements of shipboard and aircraft squadron organization. The *Airman* training manual explains the basic organizational structure for certain aviation activities. The activities include air wings, aviation squadrons, naval air stations, and aircraft maintenance departments. The information provided in this chapter complements those organizations listed in the *Basic Military Requirements* and *Airman* training manuals. You should thoroughly understand these organizations before reading the rest of this chapter.

In the daily operations of the Navy, we use more than two million kinds of supplies. Sometimes a customer may need a unique item. There are usually many different Navy units throughout the world that use the same kind of items. Because of the widespread need for the same items, the Navy Supply System exists.

The Navy Supply System is part of the larger Federal Supply System that manages more than four million different items. The activities where AKs work manage only a few items. Knowing the functions of the Navy Supply System organizations will help you understand how your job relates in managing these items. Also, you will learn how your job links to other commands, bureaus, or offices in the Federal Supply System. For example, when ordering material, you must know the procedures for getting items. You must also know who wrote the requisitioning procedures and where they fit in the supply organization.

When submitting requisitions, you must know where to send the requisitions for material required for stock or by customers. You must also know what section of the organization processes the requisitions and follow-ups. This is the same as knowing the point of contact. Having a point of contact will make your job easier.

### THE NAVY SUPPLY SYSTEM

As the Navy Supply System has evolved, the organization for supply management has similarly evolved. The organization has developed to respond to the changing working requirements. The management part of the Navy Supply System organization consists of the **Assistant Secretary of the Navy** (Research, Development and Acquisition). This office is responsible for supervising the Navy-wide policy in production, procurement, supply, and disposal of material. The **Chief of Naval Operations** (CNO) is responsible for planning and determining material support needs of operating forces. This includes equipment, weapons or weapons systems, material, supplies, facilities, maintenance, and support services. The **Commander, Naval Supply Systems Command** (COMNAVSUP) is responsible for providing material support to the Navy and Marine Corps. Figure 1-1 illustrates the Department of the Navy organization.

The Naval Supply Systems Command (NAVSUP-SYSCOM) provides supply management policies and methods to activities of the Navy and Marine Corps. This command is also known as NAVSUP, and is the top level of the Naval Supply System. See figure 1-2 for list of NAVSUP functions.

### INVENTORY CONTROL POINTS

Navy inventory managers are those organizational elements responsible for managing assigned groups of material. The primary function of an inventory manager is to assure proper balance between supply and demand. Navy inventory managers can be broadly classified into two groups. The first group includes Navy commands whose principal mission is program management of weapons systems and major items. These commands manage limited numbers of items for which acquisition and continued control are essential to accomplishing their mission. These commands are the Hardware Systems Commands, Project Offices, Navy Training Systems Center, and the Military Sealift Command. The second group includes the inventory control points under the Naval Supply Systems Command. These are the Navy Aviation Supply Office ASO and Navy Ship's Parts Control Center (SPCC). The following

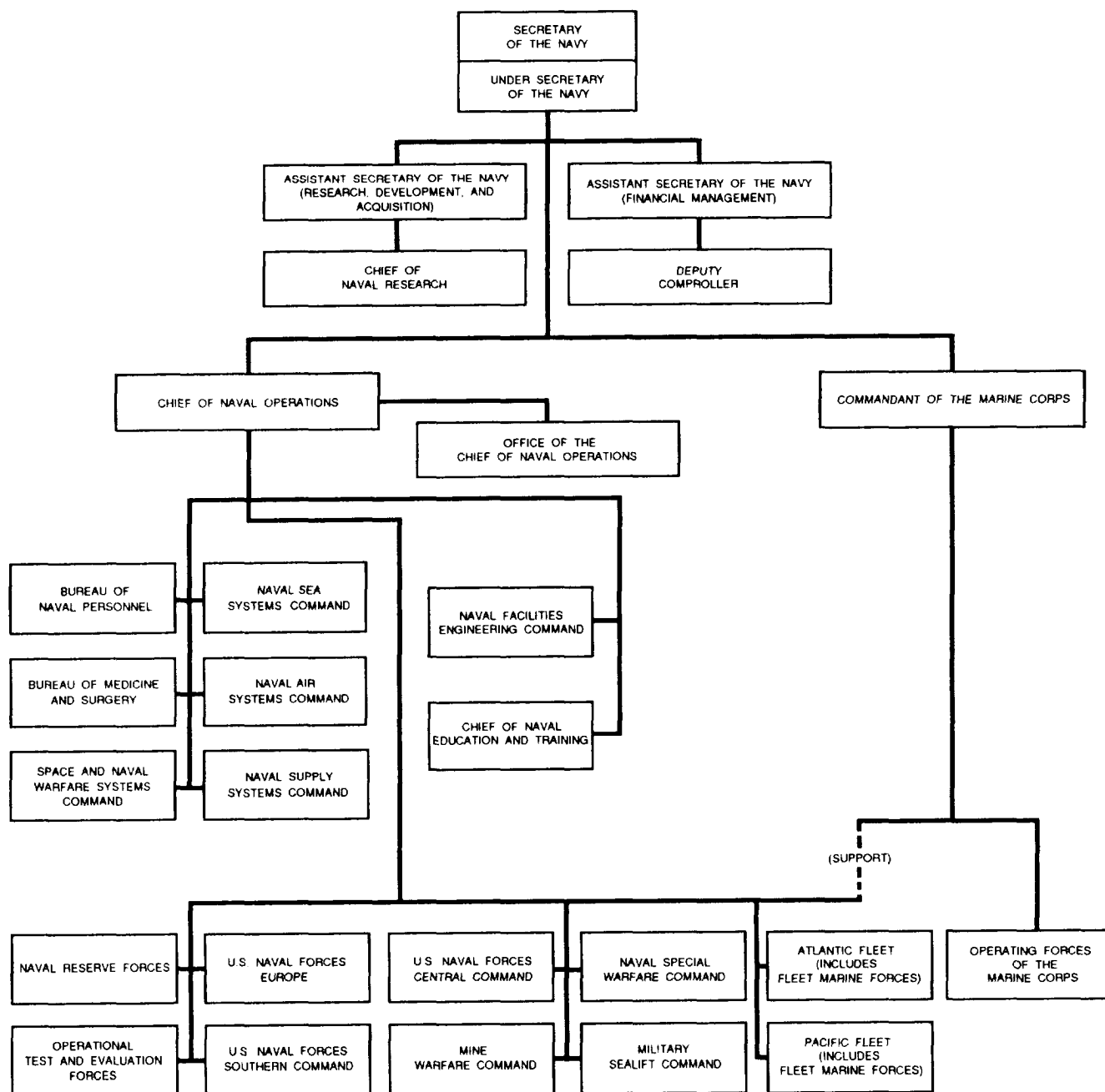


Figure 1-1.-Department of the Navy Organization.

paragraphs provide information concerning these inventory control points.

### Aviation Supply Office

The Aviation Supply Office (ASO) is the inventory control point (ICP) that manages aircraft equipment and spare parts. It also manages photographic, meteorological, catapult and arresting gear equipment,

and associated spare parts. The ASO is under the administrative command of NAVSUP and the technical direction of the Naval Air Systems Command (NAVAIR). In providing administrative command over ASO NAVSUP provides command guidance and policy and the defense business operating fund (DBOF) for buying consumable aeronautical material. In exercising technical direction of ASO, NAVAIR provides technical information for aeronautical items. NAVAIR also provides ASO with data for new weapons systems and

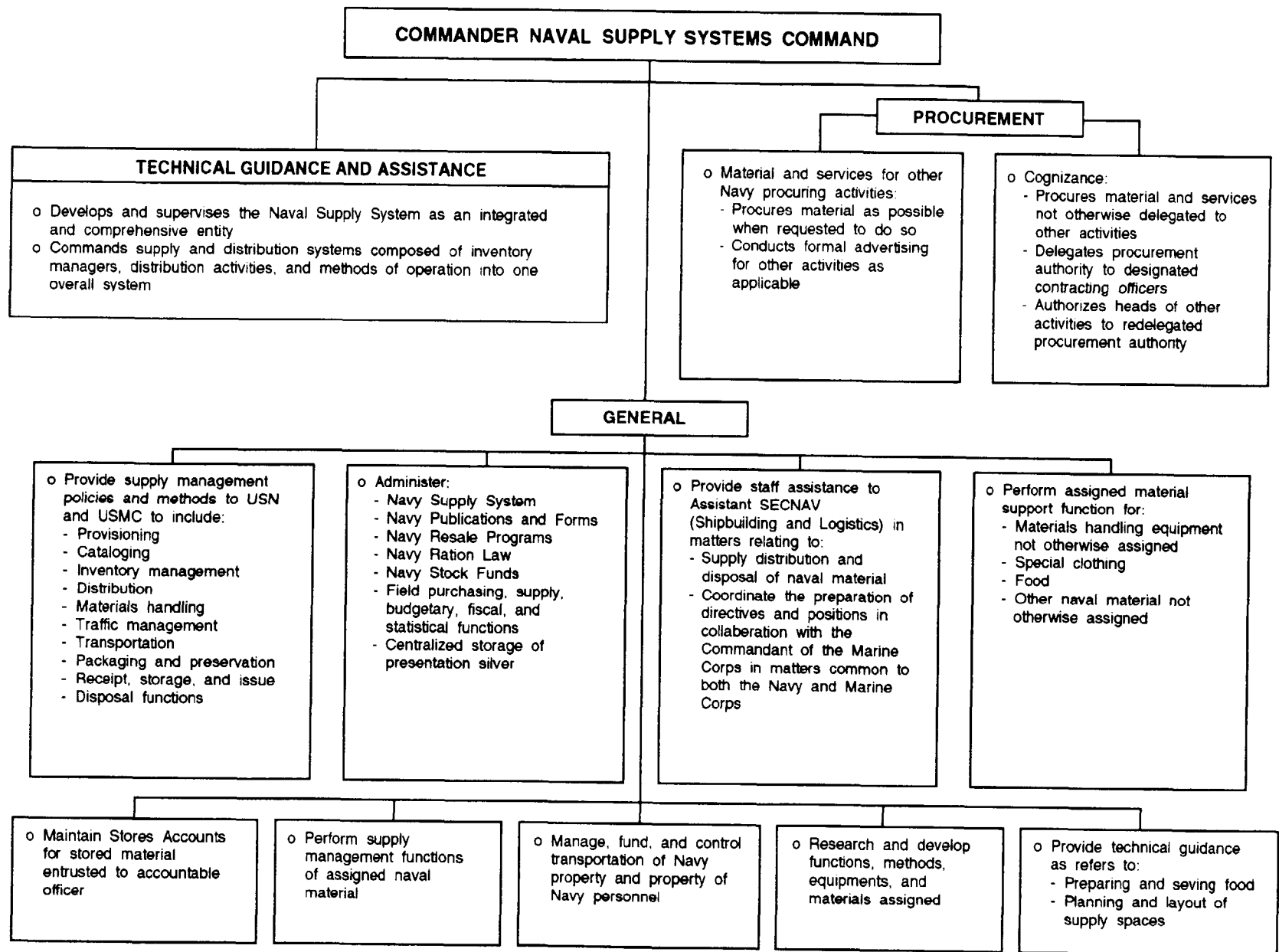


Figure 1-2.—Responsibilities of The Naval Supply Systems Command.

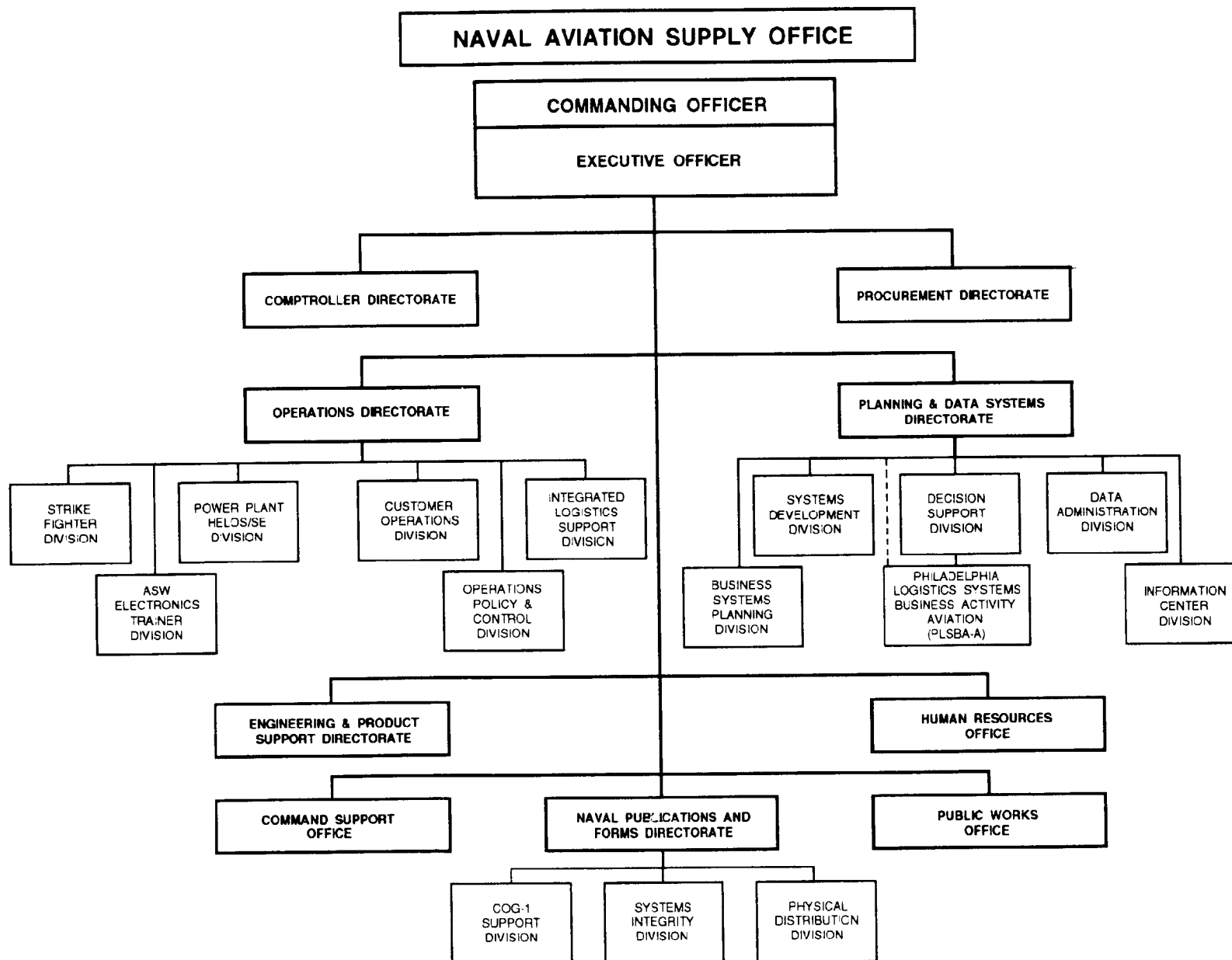


Figure 1-3.—ASO Organization.

funds for buying repairable items. Figure 1-3 illustrates the Aviation Supply Office organization. This chapter describes the divisions of the ASO organization that you should be familiar with. This information will make your job easier.

The Commanding Officer of ASO is responsible for accomplishing the mission of the command.

The Executive Officer is the direct representative of the commanding officer in maintaining the general efficiency of ASO

The Special Assistants provide advisory assistance to the command level of ASO

The Branch Aviation Supply Office (BRASO) performs programs support and inventory management for assigned weapons systems and equipment. These include consumable and repairable catapult and arresting gear material.

The Operations Directorate ensures the general effectiveness of the divisions under its control. There are three divisions under the Operations Directorate that perform as item managers. The following paragraphs describe these divisions.

The Strike Fighter division, under the Operations Directorate, manages material in support of fighter and attack aircraft in the Navy,

The Antisubmarine Warfare (ASW), Electronics and Trainer division serves as item manager for different types of material. It manages items needed to support aircraft involved in ASW, electronics, and training missions. It also provides support for communication and navigation parts.

The Power Plant, Helicopter, and Support Equipment (SE) division is responsible for managing engines, SE, and helicopter items in the Navy.

As item managers, these divisions are responsible for maintaining stock of particular aeronautical material in the Navy. Some of their functions include the following:

- Preparing the material requisitions to document the initial requirements as determined by provisioning.
- Reviewing the supply demand information to learn the item requirements in the supply system. ASO uses this information in considering replenishment of stock.
- Controlling the distribution and redistribution of ASO managed items.

- Processing all requisitions and requests for status that require manual processing.

- Controlling the repair and rework of ASO managed aeronautical items.

Another division under the Operations Directorate is the Customer Operations division. The Customer Advocate branch under the Customer Operations division serves as the connecting link between ASO and its customers. This branch performs the following functions:

- Maintains data about the specific logistics and operating environment of the supported unit.

- Coordinates, monitors, and controls the development, maintenance, and distribution of AVCAL and SHORCAL from allowance list.

- Prepares the tailored Aircraft Equipment Configuration List (AECL) for review by supported unit. Monitors accuracy and updates the AECL when appropriate.

- Verifies, updates, and maintains file data of supported unit allowances.

- Monitors and confirms customer requirements.

- Assesses system capabilities and enhancements to improve the support process and overall readiness of intermediate maintenance activities.

There are three site support sections under the Customer Advocate branch in ASO. These sections perform the functions of the Customer Advocate branch in support of different sites. Site support section 1 performs the functions for assigned afloat units. Section 2 performs the functions for assigned Marine Air Group (MAG) and selected shore stations. Section 3 performs the functions for assigned shore stations.

The Requisition Control Center (RCC) of the Customer Operations division performs the following functions:

- Receives and processes all requisitions and requisition-related documents received by mail or message.

- Reviews and prepares for processing all mechanically oriented material requests.

- Edits material requests and related documents for correct format.

- Ensures quick delivery of material required to fill customer requisitions.

- Furnishes status to inquiring activities.

- Processes requirements for part numbered material and provides analysis services for unidentified material requests. Performs item research data interpretation and selective item review tasks.

Under the RCC the Requisition Process Control section performs the following functions:

- Receives, sorts, and processes requisitions received by mail or message.
- Furnishes scheduled and special messenger service throughout ASO on material requests document matters.
- Routes and delivers lower priority requisitions to other areas when such documents require manual processing.
- Monitors, controls, and prepares reports on all material requests and related documents that the branch is processing.

The Part Number Requisition section of the Requisition Control Center performs the following functions:

- Provides analysis services for invalid, unidentified, or non-stock numbered (non-NSN) requisitions and inquiries.
- Conducts reviews for established source codes, assigned stock number, approved alternate, or replacement items.
- Recommends onetime procurement of non-NSN items.
- Updates the document status file and provides status on requisitions.

The Requisition Processing section performs the following functions:

- Maintains records of all completed documents (other than those retained on the document status tile).
- Processes follow-up requests submitted by requiring activities.
- Furnishes priority "HOT-LINE" service to customers.

The Expediting Services unit performs the following functions:

- Pursues actions necessary to locate and provide material to fill requisitions for stock numbered material.

- Identifies impending shortages in the supply system (wholesale) material and acts to avoid or reduce them.

- Interfaces with ASO Customer Advocates to provide status on expected material availability for customer requirements.

The Programs Management section performs the following functions:

- Executes the Material Obligation Validation (MOV) Program.
- Develops and reviews changes to requisition processing procedures.

The Inventory Control Point (ICP)/Systems Support Center of ASO Customer Operations performs the following functions:

- Computes remaining outfitting retail material requirements.
- Manages the execution of finds that finance increases to retail supply levels.
- Maintains the currency of aviation depot-level repairable (AVDLR) items wearout and survival data.
- Sets and monitors inventory levels of ASO consumable items at selected operating activities.
- Ensures the timely provision of government-furnished equipment (GFE) to meet weapons systems production schedules.

The Industrial Support Center of ASO Customer Operations is responsible for coordinating workload projections with depot customers. It negotiates viable repair schedules of AVDLR to provide maximum fleet support. It also checks repair schedule change proposals and revises organic and commercial rework schedules.

The Integrated Logistics Support (ILS) division provides a complete range of technical functions associated with provisioning of aeronautical requirements. This division serves as liaison between ASO and other activities on technically oriented matters. Its responsibilities include determining the technical characteristics of material for stock. The ILS division has four branches. They are the ILS branch, Provisioning branch, Cataloging branch, and Technical Policy and Analysis branch.

The ILS branch processes Support Material List (SML) of items with assigned stock number or temporary Navy Item Control Number (T-NICN).

The Provisioning branch of ILS performs several functions for getting the material or stock. Included in the item selection functions are the following responsibilities:

- Assigns Source, Maintenance and Recoverability (SM&R) codes according to applicable instructions
- Determines demilitarization codes
- Assigns items for inclusion to the Aircraft Requirements Register (ARR)

The Cataloging branch of ILS is responsible for item identification/classification and National Stock Number (NSN) assignment. This branch assigns the Federal Supply Class (FSC) to all new items added in the data base. It also gets the Commercial And Government Entity (CAGE) code for each item of supply. It prepares item description packages for submission to the Defense Logistics Services Center (DLSC), who assigns the NSN for the items. This branch also maintains ASO cataloging data, such as additions, deletions, and changes.

The NSN assignment functions of the Cataloging branch include processing requests for emergency NSN and NATO stock numbers. It maintains the system for tracking the requests and provides status to customers. This branch operates the Maximum Interchange of the Latest Logistical Information Essential (MILLIE) status file for ASO customers.

The Technical Policy and Analysis Branch serves as point of contact for policy and procedures concerning technical information. Some of this branch's functions include developing and implementing policy and procedures for the DOD Demilitarization Program within ASO. It is also responsible for identifying consumable and field-level repairable (FLR) items.

This branch also develops and implements ASO policies and procedures for the material management of interservice used repairable items. It acts as interservice supply support coordinator (ISSC) for NAVAIR. It also acts as stock coordinator for NAVAIR-managed inventories. It is responsible for reviewing items managed by NAVAIR annually to identify those items that may be transferred to an inventory control point.

The Naval Publications and Forms Directorate of ASO is responsible for the inventory management of Navy forms and publications. It is responsible for determining requirements, processing requisitions, cataloging, and distributing forms and publications. It performs the initial distribution of publications to

activities listed in the Standard Navy Distribution List. The Naval Publications and Forms Directorate have three divisions. They are the COG-I Support division, Physical Distribution division, and Systems Integrity division. The COG-I Support division has three branches. They are the Publications and Directives branch, Forms branch, and Customer Service branch. The Publications and Directives branch is responsible for cataloging Navy publications and directives. It coordinates with the assigned sponsors of each publication and directive before printing of material. The Forms branch manages and controls stock funded Navy forms. The Customer Service branch receives and processes requisitions from requiring activities.

### **Ships Parts Control Center**

The Ships Parts Control Center SPCC is the inventory control point ICP for ship equipment and spare parts. It is responsible for distributing change notices and processing Quality Deficient Reports (QDRs). SPCC is also responsible for distributing the naval logistics library (NLL). Some items under management by SPCC are common to aviation maintenance. These items include depot-level repairable (DLR), electronic material. When ordering or shipping items managed by SPCC you must follow the processing procedure set by SPCC.

## **FLEET AND INDUSTRIAL SUPPLY CENTERS**

The Fleet and Industrial Supply Center (FISC) replaced the Naval Supply Center (NSC) and Depot (NSD) organizations. The FISCs are echelon 3 commands and report to COMNAVSUPSYSCOM. The FISCs provide various logistics support to the fleet, shore activities, and overseas bases.

### **General Information**

The FISCs are known as stock points. They manage consumer end-use material by determining inventory levels, procuring, receiving, storing, issuing, and shipping material to customers. There are three FISCs located outside the Continental U.S. (CONUS). These FISCs also manage and store the intermediate level and Navy wholesale inventory for Navy Inventory Control Points (ICPs) that directly support the fleet. Upon receipt of requisitions, FISCs will either issue the material, depending on the differing criteria, or refer the requisition to the cognizant ICP. The stock points submit transaction reports on material issue, transfer, or survey

of wholesale stock to the ICP. The ICP uses this report to keep track of the inventory level and to determine when to buy additional material. The FISCs also operate Service Mart (SERVMART) as a retail outlet for high usage, consumable items. Customers can use the SERVMART on a walk-in basis and buy material with a money value only document. Refer to NAVSUP P-485 and NAVSUP P-567 for additional information about FISCs.

Although very few Aviation Storekeepers have the opportunity to work in FISCs, you must understand its basic organization. They are the first line of support to overseas bases and aircraft carriers. They provide the bulk of aviation and general supplies. The following paragraphs describe the part of a FISC organization that you should be familiar with. They are your point of contact for material and service requirements.

### **Department Providing Customer Service**

To an AK, the most important parts of an FISC organization are the ones that provide services to customers. The following paragraphs discuss the FISC departments.

The Inventory Control Department maintains stock levels and stock records. It processes and provides the status on supply documents that are not processed through the automatic data processing system. The Requirements division determines the stock material requirements and the channels of getting the material for stock. The Customer Services division is the initial point of contact for the fleet and shore customers on material and service requirements. It maintains customer service information and procedures for requisitioning, follow-up, and cancellation, including turn-in of repairable items.

The FISCs with regional contracting functions are responsible for centralized buying and other purchase-related functions assigned by NAVSUP SYSCOM. When assigned, the Purchase Department or Contracting Department processes the request for purchase for the FISC. It reviews purchase requests and determines the method of purchase for the material or service. It is also responsible for providing professional contracting guidance to afloat units when requested by the cognizant fleet or type commander. Material bought from purchase are those not available in the supply system. The method of getting these materials from civilian vendors is commonly known as "open purchase." The contracting department makes contracts for material and services from authorized civilian

vendors and contractors. The NAVSUPINST 4200.81 through 4200.86 provides contracting guidance and instructions to all contracting activities.

The Material Department maintains and operates storage facilities. It stores stock material and issues material when requested by the customer. Its packing and preservation division preserves, packs, and marks material for shipment.

The Fuel Department conducts the receiving, issuing, and inventory operations of fuels. Its responsibilities include local deliveries of fuels to other naval activities within the area.

## **SUPPLY DEPARTMENT**

Most Aviation Storekeepers fill billets in the supply department, either ashore or on ship. The basic functions and responsibilities of the supply department both ashore or afloat are the same. Basic functions include warehousing, distribution, and control of material required by the activity. The NAVSUP P-485, *Afloat Supply Procedures*, and NAVSUP Publication 1, volume 2, *Supply Ashore*, publications describe supply procedures afloat and ashore, respectively. Refer to these publications for additional information on the topics discussed in this chapter. Figure 1-4 illustrates the standard organization for supply departments.

### **Ashore**

The Navy supply department of an ashore activity is an integral part of the organization. The purpose of a supply department is to provide warehousing, control stock, and distribute material in support of the activity. It also provides administrative functions not provided by the activity. When authorized by NAVSUP, the supply department provides enlisted dining facility services in their area. The following paragraphs describe the responsibilities of each level of the supply department.

**SUPPLY OFFICER AND ASSISTANT (ASHORE).**—The supply officer is responsible for all supply functions of the activity. The assistant supply officer is responsible for maintaining the general efficiency of the work of the department. The assistant supply officer performs the duties of the supply officer during the supply officer's absence.

**PLANNING DIVISION.**—The Planning division performs planning functions not performed by higher



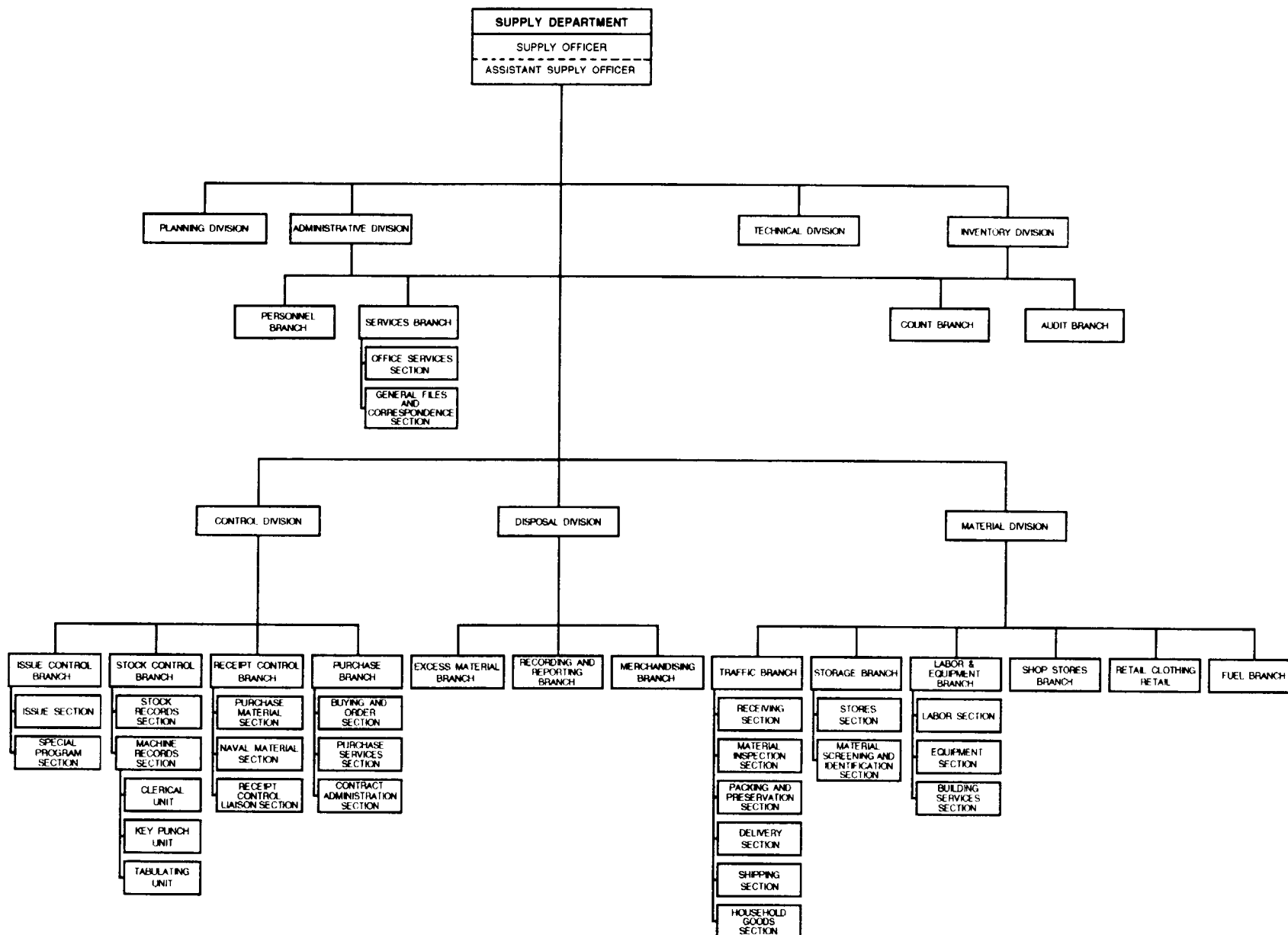


Figure 1-4.—Standard organization for supply departments.

authority. Some of the functions of the planning division are as follows:

- Develops procedures for the preparation and administration of the supply department's budget.
- Estimates and recommends allocations of funds within the supply department.
- Reviews and analyzes usage of funds to ensure maximum economy in such payments.
- Prepares and maintains structural and organizational charts, and recommends changes to them.
- Coordinates remedial action needed to correct discrepancies as a result of official inspections.
- Analyzes operating procedures, including equipment and internal forms. Ensures that operating procedures are followed and requests for deviations processed.

**ADMINISTRATIVE DIVISION.**— This division performs personnel and office services functions for the supply department. The Administrative division is made up of the Personnel branch and Services branch. The Personnel branch performs personnel functions and maintains assigned civilian personnel records. The Services branch provides mail, central files, office supplies, and other related common services to parts of the supply department.

**TECHNICAL DIVISION.**— The Technical division maintains a current technical library on Navy material required by the mission of the activity. It also distributes technical information and screens command and inventory manager bulletins. When needed, it helps in identifying material or items on requisitions. At naval air activities, a Technical division is established only when considered necessary. If not established, technical research may be performed in other sections of the department as appropriate.

**INVENTORY DIVISION.**— The Inventory division conducts inventories according to established schedules and requests. It reconciles the stock records and money value differences between the actual physical count and stock record balances. The Inventory division consists of the Count branch and the Audit branch. The Count branch performs the following functions:

- Conducts physical count and recount, when necessary, on all inventories

- Controls receipt, issue, and transfer documents not processed before inventory cut-off date

- Tallies receipts and issues made during the inventory period. Uses tally result as source data in reconciling quantities in stock records and count cards

The Audit branch reconciles inventory count with stock records.

**CONTROL DIVISION.**— The Control division processes procurements, receipts, and issue documents. It maintains the stock records and serves as liaison between the supply department and supported activities. There are three branches in the Control division. They are the Issue, Stock and Receipt Control branches.

**MATERIAL DIVISION.**— This division is responsible for receiving, storing, and issuing material. The following paragraphs describe the branches under the Material division.

The Traffic branch of the Material division is responsible for receiving and inspecting incoming material for shipment. The packing and preservation of material for shipment are done in this division. It arranges shipment and delivery of material, including contact with commercial carriers concerning the shipment of material.

The Receiving branch of the Material division plans and directs the operations necessary to receive and control incoming material. The three sections that make up the Receiving branch are the Receipt Processing section, Receiving Operations section, and Returned Material section.

The Receipt Processing section sets up and maintains the requisitions and order files for receipts from redistribution sources. This section also maintains the open order files for receipts from purchases.

The Receiving Operations section receives, checks, and inspects (when required) all incoming material. This section segregates material for transshipment or for storage and performs investigation of overages, shortages, damaged, and rejected material. It also maintains advance and completed government bill of lading files and carrier's freight bill files.

The Returned Material section receives, checks, and identifies returned material. It arranges for the inspection of material, as necessary, and the disposition of material to stock, other activities, or to DRMO.

**STORAGE BRANCH.**— This branch receives and stores material until requested. It maintains proper storage and care of material, including fuel and

lubricants. It issues materials and operates various types of material handling equipment.

**LABOR AND EQUIPMENT BRANCH.**— This branch maintains a residual labor and equipment pool. It determines and furnishes requirements for material handling equipment. It also furnishes laborers, high lift truck operators, and other ungraded personnel not permanently assigned to the part of supply using them. This branch also gets and distributes transportation and weight handling equipment when public works does not provide them.

**SHOP STORES BRANCH.**— When established, this branch controls and operates shop stores according to current directives. It provides personnel for storage, counter service, record keeping, and stock control functions. It works together with the department served in setting the range and depth of needed stock items in shop stores. When other commands set up this store and the stock is part of the store's account of the supporting command, it is considered a ready supply store. The organization concept of a ready supply store is the same as a shop store.

**FUEL BRANCH.**— When authorized by NAVSUP supply may set up a Fuel branch when it is required by workload and scope of operations. This branch receives, stores, and issues fuels. At activities with limited storage capacity, the Fuel branch also may determine requirements and schedule deliveries of fuels.

**FOOD SERVICE DIVISION.**— The supply department may set up this division when authorized by NAVSUP. This division is also known as the enlisted dining facility (EDF). The organization of a Food Service division largely depends on the size, physical layout, facilities of the station, and number of personnel subsisting in the facility. The Food Service division operates the enlisted dining facility. It also performs administrative functions, such as maintaining records and submitting returns.

**AVIATION SUPPORT DIVISION.**— TMS division is also known as the supply support center (SSC). It is responsible for providing supply support for assigned organizational and intermediate maintenance activities (OMA and IMA). The Aviation Support division (ASD) is the single point of contact for maintenance activities requiring direct supply support. It is where Material Control places requirements for material and equipment needed to support maintenance of weapons systems. Material Control places these requirements by submitting requisitions to ASD.

Chapter 9 of this training manual describes ASD responsibilities and functions in detail.

## Afloat

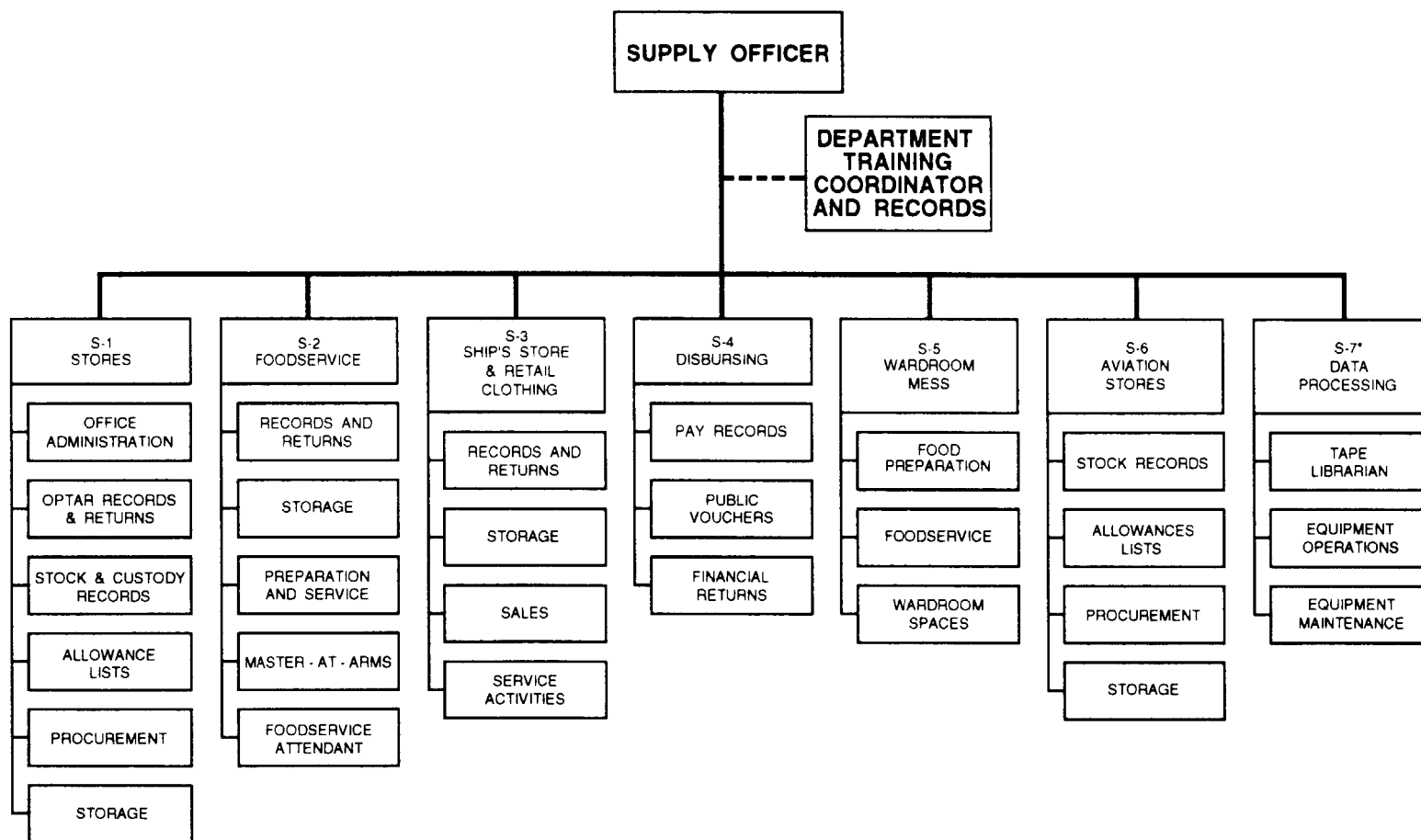
The organization of the supply department afloat varies according to the mission, physical characteristics, and complement of the ship. As an AK, you will most likely be assigned to an aircraft carrier (CV or CVN) or an amphibious assault ship (LPH). The supply organization structure for these ships can be found in *Afloat Supply Procedures*, NAVSUP P-485, and *Automated Snap 1 Supply Procedures*, volume 1, NAVSUP P-567. The NAVSUP P-567 provides illustrations of typical supply organizations for different types of ships. Figure 1-5 of this chapter provides an example of a supply department organization afloat.

As a member of the supply department aboard ship, you will be dealing with personnel in other divisions. To perform your duties effectively, you must be familiar with the different divisions. During weekends and after normal working hours, only the duty section staffs the supply department. The duty section consists of personnel from other divisions of the supply department. With few people in the duty section, all its members have to participate to accomplish any major task. You must know all the members and where they work, because you may have to contact everyone for a muster or meeting.

You may become part of different working party evolutions aboard ship or pierside. The underway replenishment (UNREP) or vertical replenishment (VERTREP) evolutions consist mostly of supply personnel from different divisions. In separating material, you must know how to differentiate items for ship's store, stock or direct turnover (DTO). You must be able to segregate stock items for general stores, clothing, subsistence, and aviation stores. After segregating the items, it might be your job to tell each division responsible for the material to pick it up. The following paragraphs will help you familiarize yourself with the supply organization aboard ship.

**SUPPLY OFFICER AND ASSISTANT (AFLOAT).**— The supply officer (SUPO) is the senior supply corps officer on board the ship and is the head of the supply department. The supply officer is responsible to the commanding officer for the performance and administration of all supply functions.

The assistant supply officer (ASUPO) is also the primary assistant on aircraft carriers. The primary responsibility of the ASUPO is to ensure the proper



\*NOTE: DATA PROCESSING FUNCTIONS MAY BE INCLUDED UNDER S-1 (STORES) DIVISION AT THE DISCRETION OF THE SUPPLY OFFICER.

**Figure 1-5.—Typical afloat supply organization of a large fleet unit.**

administration of the department and the training of supply personnel. The ASUPO acts as supply officer during the period when the supply officer is absent.

The stores officer (STO), when assigned, is responsible for the Stock Control, Aviation Support, and Material divisions. These responsibilities include shipping and receiving sections if they are not part of the Material division.

The officer appointed as services officer (SERVO) acts as the operational supply officer for the Services branch. This branch includes food service, retail sales/service, disbursing, and the wardroom mess. The services officer also functions as the administrative assistant to the supply officer in these areas.

**SUPPLY DIVISIONS.**— Listed in the following paragraphs are titles, respective duties, and responsibilities of supply divisions and officers. The set titles and job assignments for divisions like S-1, S-8, and so on, may vary from ship to ship. You should familiarize yourself with the organizational structure in your command to make your job easier.

The stock control officer is directly responsible to the SUPO for proper administration of the Stock Control division. On aircraft carriers, the stock control officer works under the stores officer. On most ships, Stock Control is one of the sections that make up the S-1 division.

The customer services officer (CSO) is also known as the logistics support center officer on aircraft carriers. The CSO is responsible for supervising customer services personnel in providing necessary services to supply department customers. Some of the services include technical research, open purchase, imprest fund, and bearer pick-up. Customer Service is a section of the S-1 division on some ships.

The supply quality assurance (SQA) officer is responsible for determining supply department performance. The SQA officer does this by directing SQA personnel in conducting audits, random samplings, and analyzing reports.

The food service officer (FSO) is responsible for the food service units that operate all phases of the enlisted dining facility. The FSO is in charge of the S-2 division. The FSO also conducts authorized issues, sales, and transfers of food items.

The resale officer is responsible for the ship's store, retail clothing stores, laundry service, and barber shop. These stores and service units make up the S-3 division.

It is responsible for requisitioning, receiving, storing, and selling of ship's store and clothing items.

The disbursing officer (DO) is responsible for collecting and disbursing public funds aboard ship. The disbursing officer is the head of the S-4 division. He or she performs all of the afloat pay and allowance functions.

The wardroom mess officer is responsible for the operation of the officer's dining and berthing areas. The Wardroom Mess division (S-5) buys, receives, stores, issues, and accounts for the food and material needed. It is responsible for preparing and serving food for the officers. It is also responsible for the maintenance and cleanliness of officer berthing areas (also known as staterooms).

The aviation support officer (ASO) is directly responsible to the stores officer for the proper administration of the Aviation Support division (ASD). The Aviation Support division (S-6) is also known as the Aviation Stores division on some ships. Its basic functions include receiving, storing, and issuing material in support of aviation maintenance.

The automated data processing (ADP) officer is responsible for all functions of the Data Processing division (S-7). This division is responsible for operating the data processing equipment and maintaining files and records. This division processes supply transactions (issues and receipts) and produces required reports.

## **OTHER ACTIVITIES INVOLVED WITH SUPPLY**

The following text lists those activities that have logistic or financial responsibilities and provide supply support to other activities. The support provided by these activities includes procurement, management, and accounting of aviation material related to the duties of the AK.

### **FLEET SUPPLY OFFICER**

The fleet supply officer serves as an advisor to the fleet commander-in-chief concerning supply and transportation matters. The Atlantic Fleet supply officer heads a division of staff personnel in the Commander-in-Chief Atlantic Fleet (CINCLANTFLT) Headquarters. The Pacific Fleet supply officer heads a division of Commander-in-Chief Pacific Fleet (CINCPACFLT) Headquarters staff. The United States Naval Forces Europe fleet supply officer heads the

Commander-in-Chief United States Naval Forces Europe (CINCUSNAVEUR) Headquarters staff.

## **AIR TYPE COMMANDER SUPPLY STAFF**

Ships of a fleet are grouped by types and assigned to type commanders (TYCOM) for administration. Certain TYCOMs have primary logistics responsibilities that extend beyond their own type organization. These are the Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT) or (CNAL) and Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) or (CNAP). Other responsibilities of COMNAVAIRLANT include acting as logistics agent for aviation support to ships and stations. Some of the specific functions delegated to COMNAVAIRLANT areas follows:

- Provides planning information to support bases about aircraft deployments
- Issues aviation supply outfitting directives
- Controls the distribution of critical aviation materials
- Sets up supply procedures, stock levels, and requisitioning channels for aeronautical material for fleet ships and bases
- Implements aviation supply policy and procedures directed by higher authority

Supply officers on the staff of type commanders perform the following functions:

- Keep the type commander advised of supply requirements
- Ensure compliance with Navy Department and fleet supply directives
- Make recommendations about supply policies, procedures, and conditions of readiness affecting ships to TYCOM
- Conduct inspections of supply functions as required

The Aviation Material Office, Atlantic (AVNMAT-OLANT) is an agent of COMNAVAIRLANT for fleet rationing of aeronautical material. Fleet rationing control (FLEET CONTROL) is the process established for materials that have limited availability in the fleet. The Consolidated Fleet Controlled Material List (CFCML) is a comprehensive listing of all fleet controlled material. The AVNMATOLANT and

COMNAVAIRPAC distribute the CFCML semiannually. The CFCML shows the respective type commander or the agent's code for items under their control. The listing is in national item identification number (NIIN) sequence and distributed to all activities.

## **DEFENSE ACCOUNTING OFFICE**

The Defense Accounting Office (DAO) was formerly called the Fleet Accounting and Disbursing Center (FAADC). The two offices discussed in this training manual are DAO Norfolk, Virginia, and DAO North Island, San Diego, California. Their duties include performing operating budget accounting for COMNAVAIRLANT and COMNAVAIRPAC activities. COMNAVAIRLANT, COMNAVAIRPAC, and other type commanders authorize the use of funds by issuing operating targets (OPTARs) to aircraft carriers, squadrons, and other activities under their control. If you work in the accounting section of your activity, you will be involved in managing these funds. You may perform some of the accounting functions for your command. These functions involve maintaining OPTAR accounting records and submitting required reports to DAO

The DAO accounts for the money value of material purchased with CNAL/CNAP funds and placed aboard ships. The material is placed on ships to support the aviation units. The transactions involving these items are recorded and reported. The AK assigned the accounting responsibility in stock control keeps records and submits the required reports to DAO

The message address DAO-CL NORFOLK VA refers to Defense Accounting Office-Cleveland, Norfolk, Virginia.

## **DEFENSE LOGISTICS AGENCY**

The Defense Logistics Agency (DLA) is a supply support organization. It is responsible for managing and controlling items commonly used by all military services. The DLA manages about 60 percent of the line items in the integrated Navy supply system. These are items identified by a 9 in the first position of the cognizances symbol, except 9Q. The DLA headquarters is located in Cameron Station, Alexandria, Virginia. The role of the DLA headquarters in the DLA supply system is in comparison with the role of NAVSUPSYSCOM in the Navy supply system.

There are six DLA defense supply centers (DSCs). Each DSC is responsible for certain types of material.

The Defense Personnel Support Center (DPSC) is located in Philadelphia, Pennsylvania. It is responsible for food items, medical supplies, and clothing.

The Defense Fuel Supply Center (DFSC) is located in Washington, D.C. It is responsible for petroleum and bulk petroleum-based chemicals.

The Defense Electronics Supply Center (DESC) is located in Dayton, Ohio. It is responsible for electronic and electrical equipment and repair parts.

The Defense Industrial Supply Center (DISC) is located in Philadelphia, Pennsylvania. It is responsible for industrial type items. Some of these items are bearings, wire ropes, and sheet metal.

The Defense Construction Supply Center (DCSC) is located in Columbus, Ohio. It is responsible for structural material and equipment, components, and repair parts.

The Defense General Supply Center (DGSC) is located in Richmond, Virginia. It is responsible for furniture, food preparation equipment, and recreation equipment. It is also responsible for packaged petroleum product, office supplies, and cleaning supplies.

The defense supply centers perform the same functions for the defense supply system as ICP performs for the Navy supply system. The only exception is that DFSC has no responsibility for inventory control.

The defense depots (DD) perform material distribution functions within the defense supply system. The DD is a storage point for DLA material. The responsible DSC controls the issuance of material from a DD. The DD issues material based on the requisitions received and processed centrally by the DSC. The DD cannot accept requisitions directly, and issues material only when directed by the DSC.

## **GENERAL SERVICES ADMINISTRATION**

The General Services Administration (GSA) provides common use items to the Navy. These items include paints, hand tools, paper materials, and cleaning gear. The NLL lists the Navy interest items as cognizance symbol 9Q. These items are available at Navy stock points.

